

CITY OF AMESBURY

ADMINISTRATIVE ASSISTANT, RECREATION DEPARTMENT

The City of Amesbury, a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, seeks a qualified candidate to serve as **Administrative Assistant, Recreation Department**.

Under the general supervision of the Director of Recreation, with immediate supervision given by the Assistant Director, this position performs a variety of administrative and operational duties associated with the operation and management of recreation programming, special events and marketing for the City, including:

- Assisting with planning, developing and administering City sponsored recreational programs for youth;
- Assisting with interviewing and some training of seasonal employees and Councilors-in-training (CITs);
- Using recreational software for online registrations, account management, program information input, reports and email blasts;
- Providing customer service as first point of contact for the department;
- Performing a variety of clerical and administrative duties including organizing recreation supplies and equipment, preparing reports, researching and retrieving information; and developing forms and spreadsheets;
- Assisting with maintaining social media posts and updates, producing flyers and other marketing tools;
- Evaluating financial aid applications and retrieving all pertinent information;
- Assisting the Director and Assistant Director with special events, projects, and reports as requested.

The ideal applicant will possess:

- A degree in a major such as recreation, education, or childhood development
- Experience with and interest in working with youth.
- Knowledge of recreation programming/management, athletic programs, special events, joint use agreements, marketing and customer service.
- Ability to provide excellent customer service, handle multiple and varied tasks, learn quickly and work to meet deadlines despite frequent interruptions.
- Ability to supervise efficiently as well as provide direct care at the programs when needed.
- Possess organizational and communication skills
- Proficiency in Microsoft Office and Google, with experience in MyRec software and Adobe creative suite preferred.
- Valid driver's license

The current salary range for this non-union, non-exempt 35 hours per week position is \$40,000-\$45,000 based on qualifications and experience. Some nights and weekends may be required. Please submit a letter of interest and resume for consideration to Alyssa Premo, Human Resources Office, City of Amesbury, 62 Friend Street, Amesbury, MA 01913 or via e-mail to premoa@amesburyma.gov. This position will remain open until filled, but priority will be given to applicants who respond by **Friday, March 19, 2021**.